

AmeriCorps*National 2005 Continuation Request Instructions

Continuation request instructions apply only to programs that are currently in their first or second year of operation within a three-year grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the new application instructions.

How to Submit Your Continuation Request. Continuation requests will be submitted in eGrants using the new Phase II screens that look more like a typical website. The forms are much easier to use. To create your Continuation Request in eGrants, click on ***Continuation*** on your eGrants homepage. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue, and the system will copy your most recent 2004 awarded application to create your 2005 application. Edit your 2005 application as directed in the Continuation Request Instructions below. When you have completed your edits, click the submit button.

If you have questions about the content of your continuation request contact your program officer. For technical or eGrants related issues contact the eGrants help desk at eGrantsHelp@cns.gov or 1-888-677-7849.

Your request consists of the following components. Please make sure to address each one.

- I. SF424 Facesheet**
- II. Program Model and Design, and Application Characteristics**
- III. Narrative**
- IV. Service Categories**
- V. Performance Measurements**
- VI. Documents**
- VII. Budgets (parent organization and operating sites)**
- VIII. Operating Site Information**
- IX. Authorization**

I. SF424 Facesheet (Applicant & Application Section)

Update the Applicant Information and Application Information sections¹ if necessary. See Appendix A.

II. Program Model and Design, and Application Characteristics (Application Section)

Complete the Program Model and Design, and Application Characteristics section. See Appendix D.

III. Narrative (Narratives section)

The maximum length for the narrative which includes the Summary of Accomplishments, Needs and Service Activities, Member Development, Strengthening Communities, Organizational Capacity, and Budget and Cost Effectiveness fields is 20,000 characters. Summary of Accomplishments and Outcomes is the only required narrative, unless you are proposing changes to your program.

A. Executive Summary

¹ "Section" refers to the different components of the application in eGrants.

The text will be copied from your previous application. Update if necessary.

B. Summary of Accomplishments and Outcomes

Delete the text that will be copied from your previous application. Replace with a description of your progress toward meeting your performance measures for the three-year grant period to date.

C. Program Changes

Delete the text that will be copied from your previous application. If you are proposing changes to your program, please provide an explanation in the following relevant section(s):

1) Program Design

- a) Needs and Service Activities
- b) Member Development
- c) Strengthening Communities

2) Organizational Capacity

3) Budget/Cost Effectiveness

IV. Service Categories (Performance Measures section)

See Appendix F. Although the service categories appear in the Performance Measures section in eGrants, there is no direct correlation between the service categories and your performance measures. Your service categories will be copied from your previous application. Update if necessary, selecting those that most closely apply to your program activities.

V. Performance Measurements (Performance Measures)

Before you complete this section, read pages 27-29 and Appendix B of the 2005 AmeriCorps Guidelines. Also see the Performance Measurement Toolkit on the Corporation's website: www.americorps.org.

The performance measures section has been re-designed to be more user-friendly. Your performance measures will be copied from your previous year's application into your continuation request. Please do the following:

- (1) For each performance measure, select a Performance Measure Type - Output, Intermediate Outcome, or Outcome.
- (2) Your targets for years one through three have all been copied into a text box labeled "Year 1 Target." Please "cut and paste" the year two and year 3 targets into the "Year 2 Target" and "Year 3 Target" text boxes respectively.
- (3) Continuation grantees do not need to complete the "Need to be addressed," section so please type "not applicable" in that text box.
- (4) Review your performance measures, and update if necessary.

VI. Additional Documents (Documents section)

Program Evaluations

Continuing programs should provide an evaluation completed in the last four years, if one is available. Submit either an electronic or printed version of the complete evaluation with a one paragraph summary as a coversheet.

If you are submitting evaluations electronically, please send them to acapplications@cns.gov and include your application ID number and the legal applicant name in the subject line of the email.

If you are mailing your evaluation, please send the printed copy to the following address and **include the printed SF424 facesheet** so that we know which continuation request corresponds to the document:

Corporation for National and Community Service
AmeriCorps*National
Box ACN
1201 New York Avenue N.W.
Washington, D.C. 20525

We must receive all evaluations at the Corporation by 5:00 p.m. Eastern Standard Time on March 8, 2005.

No other additional documents are requested.

VII. Budget

Follow the instructions in Appendix H to prepare your detailed budget. We recommend you prepare your project budget off-line, following the same order as the Budget Worksheet in Appendix I, before entering it into eGrants.

A. Operating Site Budgets (Subapplications section)

Create a budget for each of your operating sites according to the instructions in Appendix H, using the Budget Worksheet in Appendix I as a guide. After preparing each budget, enter the information into eGrants, replacing the previous year's data.

B. Parent Organization Budget (Budget sections 1, 2 and 3)

Create a detailed parent organization budget according to the instructions in Appendix H, using the Budget Worksheet in Appendix I as a guide. After preparing the detailed budget, enter the information into eGrants, replacing the previous year's data.

VIII. Operating Site Information (Subapplication section)

Update operating site information as necessary, adding new sites and deleting those that will not be continuing with your program, as necessary. Please ensure that all contact information for your sites is current. See Appendix G.

IX. Authorization (Authorize and Submit section)

Read and complete the Authorization. See Appendix A #17. Continuation requests do not need to complete the Assurances and Certifications.